

Sending Messages

Sending or Queueing a Message

After you compose a message, you can send it immediately or put it in a queue to be sent later.

Note: Most SMTP servers do not require a password to send mail. If you want to ensure that no one can send mail from your version of Eudora without giving your password, see the section “Troubleshooting.”

Sending a Message Immediately

If you want to send your messages immediately instead of putting them in a queue to send later, then be sure the **Immediate send** option is on in the Sending Mail Options.

To send the current message, click on the **Send** button or select **Send Immediately** from the **Message** menu. A progress window is displayed to show the progress of the transmission.

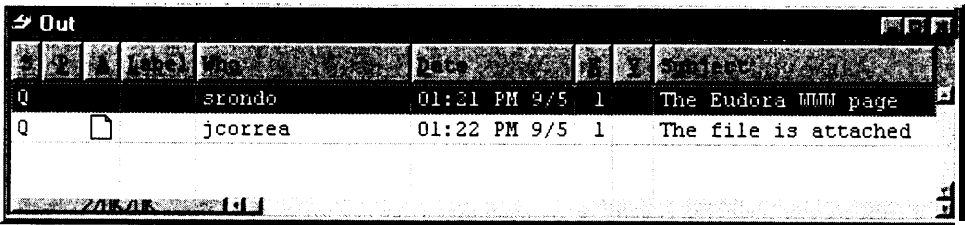
If you have the **Immediate send** option on, but want to put the current message in the queue, hold down the Shift key and click on the **Send** button. The **Change Queueing** dialog is displayed and you can set detailed instructions. For more details, see the section “Queueing a Message to Send at a Certain Time.”

Queueing a Message to Send Later

If you want to put your messages in a queue (in the Out mailbox) to send all together at a later time, be sure the **Immediate send** option is off in the Sending Mail Options.

You can set up Eudora to warn you if you try to delete a queued message, or try to quit Eudora with queued messages. To do this, turn those options on in the Extra Warnings Options.

To put the current message in the queue, click on the **Queue** button or select **Queue For Delivery** from the **Message** menu. The message window is closed (if it was open), the message is saved in the Out mailbox marked Q (meaning it's ready to be delivered), and the date and time are placed in the Date column.



The screenshot shows the 'Out' mailbox in Eudora. It contains two messages, both marked with a 'Q' in the status column, indicating they are queued for delivery. The first message is from 'srendo' with the subject 'The Eudora WWW page', dated '01:31 PM 9/5', and has a size of '1'. The second message is from 'jcorrea' with the subject 'The file is attached', dated '01:22 PM 9/5', and has a size of '1'. A document icon is visible next to the second message. The interface includes standard window controls and a toolbar at the top.

Status	From	Subject	Date	Size
Q	srendo	The Eudora WWW page	01:31 PM 9/5	1
Q	jcorrea	The file is attached	01:22 PM 9/5	1

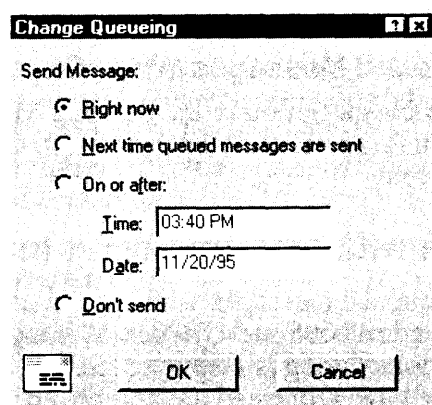
Queued messages in the Out mailbox

To send all of your queued messages, select **Send Queued Messages** from the **File** menu. A progress window is displayed momentarily at the top of the screen indicating the progress of the transmission.

If you have the **Immediate send** option off, but want to send a message immediately, hold down the Shift key and click on the **Queue** button. The **Change Queueing** dialog is displayed and you can select the **Send message Right Now** option.

Queueing a Message to Send at a Certain Time

You can specify that a message be sent at a certain time in the future. To do this for the current outgoing message, select **Change Queuing...** from the **Message** menu. The **Change Queueing** dialog is displayed.



The Change Queueing dialog

If you choose **Right Now**, the message is sent immediately when you click **OK**. If you choose **Next time queued messages are sent**, the message is sent the next time queued messages are sent.

If you choose **On or After**, you can use the **Time** and **Date** fields to fill in the time and date when the message should be sent. The message is saved in the Out mailbox with a **T** in the status column, and the specified date and time in the Date column. The message is sent when the specified time arrives.

Important: *For the message to be sent at the correct time, Eudora must be running at that time. If Eudora is not running, the message is sent the first time Eudora is run after the specified time has passed.*

If you choose **Don't Send** for a message that has never been queued, nothing happens. The message status Saved (•). The message is held in the Out mailbox until it is either deleted or re-queued and sent.

Editing a Queued Message

To edit a queued message, open the Out mailbox and double-click on the message summary. Make the necessary edits and save them. The message is kept in the Out mailbox. If you close the changed message without saving it, an alert is displayed asking you to verify the changes.

Taking a Message Out of the Queue

A message that is queued but is not yet sent can be unqueued using the **Change Queuing** command. Open the Out mailbox and select the desired message summary. Then, select **Change Queuing...** from the **Message** menu and click on **Don't Send**. This changes the message status from queued (Q) to saved (•). The message is held in the Out mailbox until it is either deleted, re-queued, or sent.

Sending Queued Messages When Checking Mail

If the **Send on check** option in the Sending Mail Options is on, every time Eudora checks for mail (automatically or manually), all queued messages are automatically sent.

Sending Messages with Special Server Instructions

To send your queued messages with special instructions for the server, hold down the Shift key and select **Send Queued Messages . . .** from the **File** menu. The **Mail Transfer Options** dialog is displayed. Set the options you want and click **OK**. All the actions you have requested are completed. For details, see the section “Managing-Your Mail on the POP Server.”

Keeping Copies of Outgoing Messages

There are three ways to keep copies of your outgoing messages.

To put a copy of every outgoing message in the Out mailbox, turn on the **Keep copies** option in the Sending Mail Options.

To put a copy of the current outgoing message in the Out mailbox, turn on the **Keep Copy** button in the message toolbar.

To put a copy of the current outgoing message in a particular mailbox, right click in the body of the message and select the mailbox from the **Fcc** menu.

In all these cases, when the messages are sent they are put in the specified mailbox with an S in the Status column, indicating that the message has been sent.

If none of these options are used, outgoing messages are put into the Trash mailbox.

Note: You can also set up a filter to save outgoing messages in particular mailboxes based on information contained in the message. See the section “Filtering Messages” for more information.